POST TITLE: Educational Visits and Enrichment Coordinator	**GRADE: 5 (SCP 11-15)**
RESPONSIBLE TO: Assistant Headteacher	

Responsible for:
No direct reports

Purpose of role:

1. Work under the guidance of the Assistant Headteacher, acting as the school's Educational Visits Coordinator and Enrichment Coordinator.
2. Organise and oversee the widening participation activities.
3. Support, as directed, extra – curricular activities.

Main Accountabilities:
Education Visits

1. Ensure that trips are planned according to school policy.
2. Make bookings and arrange transport.
3. Communication with relevant stakeholders.
4. Lead trips and activities, internal and external.
5. Act as the first aider for trips and activities, internal and external.
6. Drive the school minibus.
7. Manage payments.
8. Monitor income and expenditure to ensure each trip remains within budget.
9. Collate and distribute medical and dietary information as appropriate.
10. Review risk assessments to ensure they are fit for purpose.
11. Produce visit packs for relevant staff.
12. General administration related to the role.

Widening Participation and Enrichment Activities

1. Oversee and organise internal and external events and enrichment activities.

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns.
- Remain vigilant to ensure all students are protected from potential harm.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in "The Futura Way".
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. https://www.gov.uk/government/collections/dbs-filtering-guidance '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification – Educational Visits and Enrichment Coordinator	**Essential (E) or Desirable (D)**
Education/Qualifications	
Good standard of secondary education	E
Minimum of 5 GCSE passes at Grade C or equivalent including English and Maths.	E
Relevant professional qualification or equivalent e.g. NVQ Level 3 for Teaching Assistants, Teaching or Social Work	D
Experience	
Recent and relevant experience of individual work or group work with children/young people.	E
Experience of working with young people with behavioural needs	D
Experience of working with young people with special education needs	D
Experience of working with young people in a learning environment	D
Ability to effectively use ICT (e.g. computer, video equipment) to support learning	E
Behaviours	
Able to demonstrate Futura values and how to live them in the workplace	**E**
Professional and approachable	E
Enthusiastic and positive	E
Uses initiative	E
Calm under pressure	E
Organised and punctual	E
Willingness to contribute to wider life of the School	E
Skills	
Ability to relate well to both children and adults	E
Able to prioritise own workload	E
Effective communication skills both written and oral	E
Good level of IT skills including Outlook and MS Office (including Excel)	E
Other	
Occasional work outside normal working hours – prior notice given	E
Willingness to obtain First Aid qualification, if not already obtained	E
Willingness to obtain MIDAS qualification, if not already obtained	E